



WASTE MANAGEMENT INSTITUTE NEW ZEALAND CODE OF CONDUCT

The Waste Management Institute New Zealand (WasteMINZ) is firmly committed to increasing the professionalism of the waste, resource recovery and contaminated land management sectors in New Zealand.

In order to maintain a professional and collegial industry WasteMINZ requires that all members commit to this Code of Conduct in their operations:

- To carry out all transactions with key stakeholders in a fair, honest and reasonable manner.
- To ensure compliance with all regulatory and legislative requirements including local, national and international laws as applicable to their operations.
- To implement practical methods to protect the environment, with a focus on continued improvement towards environmental care, protection and compliance with recognised good practice.
- To conform to occupational health and safety regulations and to promote and provide a safe environment for workers, customers and the public through the adoption of recognised good practice.
- To operate as good corporate citizens within their communities.
- To represent the industry in a professional manner at all times and demonstrate a commitment to increasing professionalism within our sectors.
- To refrain from making public statements that could damage WasteMINZ's reputation.
- To exercise care, diligence and skill when conducting any business on behalf of WasteMINZ.
- To ensure confidential information that is obtained through participation in WasteMINZ steering committees or working groups is not released to other parties.

Failure to uphold these commitments and conduct, which endangers or is likely to endanger the name, reputation or standing of WasteMINZ or of its members may result in a member facing the 'Breach of Rules or Misconduct of Members' process as set out in Section 7 of the 'Rules of the Waste Management Institute New Zealand'.

Section 7 is outlined below.

SECTION 7 - BREACH OF RULES OR MISCONDUCT OF MEMBERS

- 7.1 The Board shall, at its sole discretion, investigate reports or complaints received from any party in relation to alleged breach of Rules, WasteMINZ's Code of Conduct or other professional or criminal misconduct by any Member.
- 7.2 Reports or complaints relating to a breach of rules or misconduct of members should be submitted as follows:
- (i) Before making a formal approach to the Board it is desirable that the complainant will have first made contact with the member, group or organisation complained against, in an effort to resolve the matter.
 - (ii) All complaints or reports shall be in writing.
 - (iii) All complaints or reports shall be signed by at least three members of WasteMINZ,
 - (iv) No anonymous complaints shall be considered.
 - (v) Where a complaint has been made about an individual member, group or organisation, that person or entity shall be entitled to receive a full copy of the complaint. However on request complainants may have their details withheld. If the WasteMINZ Board does not consider it reasonable to withhold complainant details, the complainant will be advised and the complaint may be withdrawn by the complainant.
 - (vi) On receipt of a complaint or report, the WasteMINZ Board shall endeavour to reach a resolution within a period of no more than twenty (20) working days.
- 7.3 The Board in its sole discretion can initiate its own enquiries based on information received and treat this as a complaint.
- 7.4 If the conduct of any Member appears to the Board to be contrary to the interests of WasteMINZ, or to endanger the reputation or welfare of WasteMINZ, or if any Member commits a breach of these Rules the Board may request such a Member to appear before it personally at a date to be fixed by the Board or to submit to the Board in writing any explanation or facts relating to the conduct complained of or the breach of the Rules, and if such a Member appears before the Board he/she/it they shall be entitled to make any such explanation orally.
- 7.5 After the Board has heard the Member or considered the written statement, or if the Member fails to appear before the Board or to submit a written statement in response to a request to do so, the Board may:
- (i) deprive such a Member of all rights and privileges of membership for such a period as the Board sees fit;
 - (ii) expel such a Member from WasteMINZ, and as from the date of the Board's resolution for expulsion the Member shall cease thenceforth to be a Member of WasteMINZ, but such a cessation of membership shall not be without prejudice to WasteMINZ's right to recover any subscription.
- 7.6 In the event of any appeal, the Board will give urgency to a further review, with any decision then being final.